



Early Learning Coalition of Northwest Florida
March 2017 Board Meeting Minutes

Date: March 8, 2017

Location: Telephone Call-in Meeting

Minutes Taken By: Suzan Gage

Time: Meeting called to order at 11:05 a.m. by Coalition Board Chairman (CBC)
Jon McFatter

Full Board: Yes No Quorum: YES In attendance: 13

Executive Comm. Yes No

Roll Call to Include Board Members on Telephone: Yes

BOARD ATTENDANCE

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Rita	Acoba		X		
●	Tony	Bennett		X		
	Phil	Edwards		X		
	Kim	Gillis			X	
	Linda	Hood			X	
	Jackie	House		X		
	Joe	Jernigan		X		
	Doug	Kent		X		
	Pamela	Kidwell		X		
	Frank	Martin				X
	Jeannie	Martin		X		
●	Al	McCambry			X	
●	Jon	McFatter (P)	X			
●	Mary	McKenzie (VP)			X	
	Juliana	Melara		X		
	Johanna	Plumber		X		
	Neal	Reeves			X	
	Renae	Roundtree			X	
	Parnell	Smith		X		

Executive Committee	First Name	Last Name	Present	Present Via Phone	Excused Absence	Unexcused Absence
●	Jerry	Sowell		X		
	Guy	Tunnell			X	
●	Darrin	Wall (S)			X	
●	Richard	Williams			X	
Total			1	12	9	1

Thirteen out of 23 members were present. Quorum was was not established.

Coalition Staff Present at Meeting: Lynne Eldridge, Jon McFatter, Suzan Gage, Sallie Brosnan

Visitors Present: None

I. CALL TO ORDER

The meeting was called to order at 11:05 a.m.

II. INTRODUCTION OF MEMBERS, GUESTS, AND STAFF

CBC McFatter introduced all staff members present and welcomed all Board members joining on the phone. No guests were present in person or on the phone.

III. APPROVAL OF MEETING AGENDA – Jon McFatter

Motion: **To approve the meeting agenda**

Motion By: Pamela Kidwell

Motion Seconded By: Doug Kent

Member/s Recusing from Vote: YES NO

The motion carried.

IV. ADOPTION OF CONSENT AGENDA – Jon McFatter

Explanation: NA

Consent Agenda includes the following information listed under letters A – C. Board members may request that any item in the Consent Agenda be moved under the regular agenda for further discussion, prior to vote.

Motion: **To approve adoption of Consent Agenda**

Motion By: Doug Kent

Motion Seconded By: Rita Acoba

Member/s Recusing from Vote: YES NO

The motion carried.

A. Approval of Minutes – Jon McFatter

Explanation: Please refer to the Board Meeting Minutes for the January 11, 2017, Board meeting.

B. Financial Statements

Explanation: Please refer to Financial Statements through December 2016.

C. Credit Card Transaction Report

Explanation: Please refer to the Credit Card Transaction Report for December 2016.

V. **COMMITTEE/FULL BOARD REPORTS – Jon McFatter**

A. Personnel & Policy Committee – Mary McKenzie

1. Approved Holidays for School Readiness Providers

Explanation: The Board approved reimbursement for five Provider holidays for 2016-2017. As the Coalition begins the contracting process for the 2017-2018 Fiscal Year, the Board must vote whether to continue five paid holidays. The proposed holidays are listed below:

- July 4th
- Thanksgiving Day
- Memorial Day
- Christmas Day
- Labor Day

Motion: To approve Coalition reimbursing for five paid Provider holidays, as presented, for FY 2017-2018

Motion By: Joe Jernigan

Motion Seconded By: Jerry Sowell

Member/s Recusing from Vote: YES NO (Parnell Smith recused himself from this vote.)

The motion carried.

2. Board Membership Update

Explanation: As a Governor’s appointee, Coalition Board Member (CBM) Rita Acoba has served on the board for many years advocating locally and at the state level on behalf of the Coalition and what is best for young children and their families. Governor Rick Scott accepted CBM Acoba’s resignation from the Coalition board effective February 12, 2017. We would like to thank her for her service and dedication to the children and families of our Coalition.

CBM Acoba addressed the board and said, “It has been a pleasure and a whirlwind. I have learned a lot about our children and their needs - making sure there is affordable

care for our working poor.” CBM Acoba continued by saying that she appreciated what everyone has done, and that she would apply for another board position in the future in there was a vacancy. She wished the next government appointee a wonderful time learning about early learning locally and on the state level. Executive Director (ED) Lynne Eldridge thanked CBM Acoba and said she appreciated her passion. CBC McFatter asked CBM Acoba to abstain from voting any further for the duration of the meeting.

Motion: To accept the resignation of Rita Acoba from the Coalition board of directors

Motion By: Jerry Sowell

Motion Seconded By: Doug Kent

Member/s Recusing from Vote: YES NO

The motion carried.

B. Finance

1. Fiscal Monitoring

The Coalition held an exit interview with the Office of Early Learning (OEL) fiscal monitors on January 26, 2017. At the time of the exit interview and in the preliminary DRAFT report, the Coalition had only one finding:

“Finding/Condition: During our detailed testing, we identified one outreach video ad for the Coalition describing the intake process for School Readiness (SR) and Voluntary Prekindergarten (VPK) services, which begin airing on You Tube November 2, 2015. The Coalition’s grant agreement with OEL states the OEL logo and statement of sponsorship will be included on all sponsorship materials. This compliance requirement was not met for this outreach video found on social media.”

The Coalition has a checklist that is now used that identifies elements required by OEL that must appear on all sponsorship materials.

C. Education and Program – Al McCambry

1. Provider Service Numbers

Providers Support service numbers provide information regarding services completed for providers and children outside of regular child placement into School Readiness and Voluntary Prekindergarten (VPK) Program (direct slots).

a. Provider Contract Monitoring

The grant agreement between the OEL and the Coalition requires a percentage of contracted providers be monitored annually for contract compliance. The Coalition develops an annual monitoring schedule identifying School Readiness and VPK providers that will be monitored each month. Providers selected for monitoring represent all types of programs (center-based, school based, faith based, family child care home, licensed, registered, school-age only) from all counties in the coalition service area. Staff completing the contract monitoring use OEL developed monitoring tools. Any non-compliances discovered must be corrected using a corrective action plan.

Community and Partnership Services Manager (CAPSM) Suzan Gage explained that certain monitoring elements can rank providers as “high-risk.” The Coalition currently does not have any providers who are considered high-risk. CAPSM Gage answered some general questions about contract monitoring asked by Board members.

Provider Contract Monitoring

1. School Readiness	
Number of Contracted Providers	135
Completed Monitoring	40
High Risk Providers (as defined by contract monitoring tool)	0
Providers with No Findings	5
2. VPK	
Number of Contracted Providers	85
Completed Monitoring	26

D. Match, Awareness, and Donations Committee – Pamela Kidwell

1. Bingo Funds

Explanation: At the January 11, 2017, Board meeting, the suggestion was made for the Match, Awareness, and Donations Committee to consider the idea of accepting Bingo funds. The committee met on February 13, 2017, and discussed the issue. After discussion, the committee recommends not pursuing the Bingo funds, but committee members wanted to thank CBM Linda Hood for her offer.

General Board discussion ensued regarding the Bingo funding issue. CBM Joe Jernigan asked the primary issue with refusing Bingo funds. CBM Pamela Kidwell responded and said that it was a difficult decision for the committee. She was more concerned with legal issues and the perception to the public. ED Eldridge explained that the attorney and OEL agreed with the committee’s decision to not pursue a relationship with Great American Bingo. Because CBM Hood, owner of Great American Bingo, is also a provider who receives School Readiness funding, the partnership could have been viewed as a conflict of interest. If, in the future, CBM Hood is not a contracting provider, a relationship with a Bingo facility could be pursued.

Motion: To accept the recommendation of the Match, Awareness, and Donations Committee not to pursue Bingo funds as a revenue for match, and to thank Linda Hood for her offer to have the Early Learning Coalition of Northwest Florida recognized as an official charity of Great American Bingo of Bonifay, Florida

Motion By: Jerry Sowell

Motion Seconded By: Tony Bennet

Members Dissenting: Joe Jernigan, Doug Kent

Member/s Recusing from Vote: YES NO

The motion carried.

2. Survey to Assess Knowledge and Beliefs

At the suggestion of the Match, Awareness, and Donations Committee, a survey was developed to assess knowledge and beliefs about the Coalition and services provided by the Coalition. Committee members felt this type of survey would be beneficial for planning and awareness activities. A comprehensive version of the survey was given to and completed by staff. In addition, an abbreviated version of the survey was included in the Board Self-Evaluation 2016-17 link that was sent on February 28, 2017. Once the surveys are completed and an analysis has been conducted, results will be shared with board members. If you have not completed the survey, the link sent to you on February 28, 2017, will remain open until March 10, 2017.

VI. Executive Director Overview – Lynne Eldridge

A. Waitlist Placement

Coalition staff completed two placement events (one in Jackson County and the other in Bay County) in January and February resulting in 42 family meetings and placement of 55 children. By seeing families through “events,” the Coalition can process more families during a shorter period. This makes staff available during the week to continue seeing additional families and completing other duties. As of February 23, 2017, the following numbers in the table reflect the current situation with income eligible children on the Coalition’s waitlist.

Waitlist Children Waiting	Bay	Calhoun	Franklin	Gulf	Holmes	Jackson	Washington	Total
INF	68	5	-	2	5	24	14	118
TOD	101	8	2	6	10	19	10	156
2YR	81	7	1	7	5	18	7	126
PR3	76	6	1	2	3	14	7	109
PR4	54	3	-	2	4	10	10	83
PR5	38	2	-	-	4	4	7	55
SCH	183	6	-	2	10	34	8	243
	601	37	4	21	41	123	63	890

CBM Tony Bennett shared a conversation he had recently with Sandy Sims at an Alignment Bay County (ABC) meeting. He encouraged partnerships with ABC as they may have funds available for Coalition services. CAPSM Gage explained that she and another staff member were currently members of the ABC subcommittee for preschool-aged children. She explained the status of the ABC subcommittee meetings and actions, and said she was unaware of funding available via ABC. ED Eldridge said she encouraged the partnership with ABC, and said she would be interested in meeting with Sandy Sims and asked CBM Bennett to follow up. Additionally, CBM Bennett offered to participate in ABC alongside CAPSM Gage. ED Eldridge encouraged this participation.

CBM Bennett asked for clarification about match funding, and ED Eldridge explained that every \$1 raised pulled down \$16 from the State of Florida. CBM Bennett charged other Board members to work together to generate more funding so the waitlist could be diminished. ED Eldridge explained the new policy of the Bay County Board of Commissioners Outside Agency Funding Request process, and said their new policies initiated the creation of the Match, Awareness, and Donations Committee. Going forward, all outside agencies receiving funding from the Bay County Board of Commissioners for 3 or more years will not be eligible for funding for the next consecutive 4 years. So, within a 7-year time period, the Coalition could potentially receive funding for 3 of the years. New match funding possibilities need to be explored.

B. Internal Control

OEL developed the Internal Control Questionnaire (ICQ) as a self-assessment tool for Coalitions to evaluate whether a system of sound internal control exists within their organizations. Management staff continue the process of fine-tuning and creating written protocols to mitigate those areas of possible risk that were identified by the completion of the ICQ.

ED Eldridge said the audit for next year will look different because of the changes in long-term eligibility. The Coalition will be diligent about parents checking in with staff.

C. Fraud Update

The Coalition continues to work closely with Investigator Glenn Bradley of the Department of Financial Services's Division of Public Assistance Fraud on suspected cases of fraud, as warranted.

D. Legislative Update

In February, Coalition staff spoke with the state legislative delegation from Holmes, Jackson, and Washington counties during three town hall meetings held in their respective counties. Each opportunity allowed Representative Brad Drake and Senator George Gainer to hear how critical the School Readiness Program is to the well-being of their communities. Staff shared statistics regarding number of children and families served and the amount of funding the School Readiness Program brings to small businesses in each county. The legislative delegation was asked that, prior to voting on

issues that may impact School Readiness or VPK, they first contact the Coalition for additional information.

Currently, legislative committees continue to meet and discuss bills of interest to supporters of early learning. There is a bill right now initiated by Big Bend that provides more local control to Coalitions for priority placements. Please review the Legislative Updates for the latest regarding pending legislation.

Any Board member who is interested and available to meet with legislative officials on behalf of the Coalition, please let Lynne know.

E. ArtKidDoo

It is time for our 5th Annual ArtKidDoo. This year's event will be held outside at Shivers Park in Chipley on Saturday, April 8, 2017. All board members are encouraged to come and experience ArtKidDoo in person. Please contact Suzan Gage (suzan.gage@elcnwf.org) if you would like additional information or to find out how you and your business can help support this event.

F. Strategic Planning

It was suggested that results and information gleaned from recent surveys given to staff and board members be used in formulating the Coalition's next strategic plan. It is anticipated that the Coalition will hold a strategic planning meeting in late spring or early summer. This date will coincide with the conclusion of the Florida Legislative Session. Waiting until session ends will allow the Coalition more flexibility when planning based on changes in budget allocations, legislation, and direction from OEL.

VII. DEPARTMENT OF CHILDREN AND FAMILIES REPORT – *Jeanne Martin*

CBM Jeanne Martin said the Department of Children and Families (DCF) is carefully watching all legislation coming through. The biggest work load right now is including inspections for non-licensed providers who are School Readiness contracted sites. There have been many difficulties with private homes, faith-based organizations, etc., who have not previously been required to open their centers for DCF inspections. All inspections should be completed by the end of May 2017. CBM Jernigan asked if providers had been adequately informed and educated about new requirements. DCF Martin said DCF produced and disseminated guides for three different types of centers; guides provide information about DCF inspection requirements based on the type of childcare setting. DCF Martin also said some school districts are choosing to no longer contract with Coalitions as receiving School Readiness funding is not worth the additional expense of updating playground equipment, infrastructure, fencing, etc. Additionally, there is no reciprocity between the background screenings required by the school district and the background clearinghouse. Therefore, the additional cost for clearinghouse screenings is oft times unattractive for school districts. Right now, DCF is only offering technical

assistance during inspections as preparation for June 30 deadline. As of July 1, all requirements outlined in most recent Health and Safety Handbooks and Checklists ([Link to Handbooks and Checklists](#)) will be effective and any infraction will be recorded as a finding.

VIII. PUBLIC COMMENT

There was no public comment.

IX. NEXT MEETING

The next meeting is scheduled for April 12, 2017.

X. ADJOURNMENT

The meeting was adjourned at 11:56 a.m.